



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

Mountain  
Plains  
Region

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Reply to

Attn of: MPSF:10-02-I

(Action by November 13, 2010)

OCT 06 2009

Subject: WIC Program – Fiscal Year (FY) 2010 National Guidelines for Operational Adjustment (OA)  
and General Infrastructure Funding

To: All WIC State Agencies  
Mountain Plains Region

The Mountain Plains Regional Office (MPRO) is asking State agencies (SA) to identify expected FY 2010 OA funding needs. Since Infrastructure funds are available for FY 2010, MPRO is requesting infrastructure applications in the same manner it has in past years. An overview of the general infrastructure funding categories has been included to assist the MPRO in evaluating both OA funding requests and general infrastructure grant proposals simultaneously.

We have referenced the objectives of Goal 5 of the USDA Strategic Plan in the funding guidelines. For your information, we are providing the Food and Nutrition Service (FNS) Strategic Plan Summary for FYs 2005–2010 in **Attachment 1**.

#### **Nutrition Services and Administration (NSA) Base Grants**

The NSA base grants are equal to the amount of NSA funds allocated by the funding formula to each State agency for the prior year. It includes 100 percent of FY 2009 appropriated funds allocated in the initial funding formula run to each State agency *prior* to the deduction for OA funding, plus any reallocated funds and the allocation of transfer funds. These FY 2010 base grant levels were provided to you under separate cover in an e-mail dated October 2, 2009 from Edith Damraur of the MPR.

#### **Operational Adjustment Funding**

National guidelines for FY 2010 OA funding are provided in **Attachment 2**. The MPRO guidelines follow as **Attachment 3**. Additionally, **Attachment 4** “Operational Adjustment Funds Requests,” must be completed for projects to be considered for OA funding. Each request should be categorized by one of the categories listed on the form. The first column on the form allows for a numeric code for each project. The third column allows for a brief description, including justification of the request (one short sentence will be considered unacceptable). Projected costs should be entered in the fourth column.

If you are applying for caseload maintenance funds, you must include participation figures and projected expenditures to support your request. When applying for automation projects or automated data processing purchases, you must have previously submitted the required documentation or attach it with the request. This documentation should include a statement of need, scope of work, project schedule, budget, procurement method, and a description of disposition of old equipment, if applicable.

Also, in an effort to best meet your funding needs please ***prioritize your requests***. Your first priority should be listed first; second priority listed second, and so on. If additional forms are needed, please photocopy the blank form. Write the grand total of all projects on the last page. All requests for OA funds for FY 2010 must be received in our Regional Office by **November 13, 2009**.

As in the past, State agencies will be asked to provide a year-end report detailing the accomplishments attained with the OA funds no later than January 31, 2011. After the OA funding decisions are made total grants based on appropriated funds will be calculated. At that time, SFPD will determine the conversion Administrative Grant per Participant (AGP), which will assist State agencies in caseload and funding decisions.

### **General Infrastructure Funding**

The FY 2010 President's Budget requested \$13.6 million for multipurpose funding. These funds will be allocated through the Region for special State agency projects, general infrastructure, breastfeeding promotion, and national infrastructure initiatives to include electronic benefits transfer projects, and the State Agency Model (SAM) projects. It is anticipated that \$1 million per Region will be allocated for general infrastructure funding. We will follow up with additional guidance on the general infrastructure grants when funding becomes available. Therefore, additional guidance on the general infrastructure grants will be sent out under separate cover at a later date, to include due dates.

**Attachment 2** provides preliminary selection guidelines for infrastructure grant projects. The numerical order does not imply priority. This information will assist State agencies in preparing their application(s) for both the pre-application and the formal general infrastructure grant application process.

Please complete **Attachment 5** "Infrastructure Requests," for pre-application consideration. If additional forms are needed, photocopy the blank form. As with the OA requests, provide a brief description, including justification, and projected outcome of the request (one or two short sentences will be considered unacceptable), and the projected costs. All pre-application requests for infrastructure grant funds for FYs 2010-2011 must be received in the Regional Office by **November 13, 2009**. Pending a release of infrastructure funds, we will notify State agencies via e-mail of the projects that are recommended for submission for formal evaluation in the Infrastructure process. The entire Infrastructure grant application will need to be submitted to our Regional Office once the formal solicitation is sent out.

Should you have any questions, please contact Kathy Young of my staff at (303) 844-0352 or by e-mail at [Katherine.young@fns.usda.gov](mailto:Katherine.young@fns.usda.gov).



JEAN S. LIEKHUS  
Regional Director  
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Attachments